

CONGREGATION SECRETARY

POSITION TITLE: Congregation Secretary

SUPERVISION: Pastor, Congregation Council, Congregation

INTRODUCTION:

The vocation of the Congregation Secretary is a ministry of administration for the congregation, maintaining information which is often of a confidential nature. This is a permanent, part-time position, normally consisting of fifteen (15) hours per week.

QUALIFICATIONS/REQUIREMENTS:

1. Graduation from high school with experience in the secretarial field.
2. Ability to type, speak and write effectively.
3. Ability in basic computer skills with proficiency in Microsoft Word and Microsoft Publisher.
4. Ability to prioritize work assignments and complete tasks within designated times.
5. Interacts well with people.
6. Criminal Record and Pennsylvania Child Abuse Registry clearances (through the SafeKids Program).

DUTIES:

1. Maintain and update files; record address changes; update rolodexes; distribute reports.
2. Prepare bulletins for all worship services, weddings and funerals.
3. Prepare bulk mailings as requested.
4. Record and acknowledge Memorial Fund contributions.
5. Distribute mail to appropriate staff and leaders.
6. Coordinate the scheduling of meetings and events held in the church building and assign meeting space.
7. Create a calendar for the newsletter and post in the Great Room.
8. Maintain inventory of office supplies and communicate the need for additional supplies.
9. Advise of the need for maintenance and repair of office equipment.
10. Serve as receptionist; answer telephone and route calls or take messages.
11. Check phone messages and emails and respond as necessary.
12. Coordinate the instruction and scheduling of volunteer helpers.
13. Schedule all volunteer worship assistants for the month, include in the monthly newsletter, and post in the Great Room.
14. Advise of need to purchase postage stamps/add to bulk mail account.
15. Prepare and mail weekly reminders to worship assistants.
16. Prepare the congregation newsletter for mailing.
17. Enter all annual Time and Talent information into computer.
18. Mail Recycled Teens reminders monthly.
19. Maintain a record of time worked and submit to Pastor for approval on a weekly basis.
20. Maintain petty cash fund.
21. Enter attendance records in computer.
22. Other duties as assigned by the Pastor.